



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Erin Collard Employee ID #: (b) (6)
Position Title (optional): Program Analyst PP-Series-Grade (optional): GS-0343-15
Organization (optional): OMS/ARM/OA/SMD (HAA00000)

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): \$3,000.00 AND/OR Total Number of Hours: 18.00

Type of Benefits on which the award is based (Cash awards only): ☒ Tangible Benefit ☐ Intangible Benefit
Value of Benefit: ☐ Moderate ☒ Substantial ☐ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☒ Extended ☐ Broad ☐ General

Narrative Justification for Award:

Erin has served as FMSD's Chief of Staff since September 2017, when she began serving on a detail which was later made permanent. As a new position in the Division, Erin had the opportunity to establish the position and her role in the office, making note that liaison with staff became a primary function of her daily responsibilities. In recent months, FMSD was able to hire two new employees and FMSD management to provide expertise, knowledge and support for all of the Division's contracts. Erin worked directly with the management team to establish new PARS for these employees, and helped to define/carve out roles for each of them in the office. She initiated their specific portfolios and worked with them to complete all of their necessary certifications. She also worked to integrate them into the Division by hosting meetings and learning sessions with existing staff and the new employees. This included a level of knowledge transfer of her own workload since she departed the Division in May 2019, for a career advancement opportunity elsewhere in OMS. Erin is quite deserving of this recommended \$3,000.00 cash award and 18 hours of time off.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.